

## EMPLOYMENT ADVERTISEMENT



**Western States Information Network®**  
1825 Bell Street, Suite 205  
Sacramento, CA 95825  
(800) 952-5258

*It is WSIN's objective to achieve a drug-free work place. All applicants for WSIN employment are expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with WSIN policies.*

**POSITION TITLE:** Law Enforcement Coordinator (1 position)  
**SALARY:** \$5,561 per month plus 12% for benefits (may be taken in cash in lieu of benefits).  
**POSITION LOCATION:** Anchorage, Alaska  
**FINAL FILING DATE:** May 1, 2015- Applications must be postmarked no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. Applications must have the original signature. *A candidate pool will be established for subsequent vacancies.*

### DUTIES / RESPONSIBILITIES

WSIN is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The Law Enforcement Coordinator reports organizationally to the WSIN Law Enforcement Coordinator Supervisor in Sacramento, California. Employee serves at the pleasure of the Executive Director of WSIN.

Under the direction of the Law Enforcement Coordinator Supervisor, incumbent plans and coordinates all necessary liaison functions that are required for the establishment, maintenance, and improvement of a viable criminal information system within an assigned geographical region. The Coordinator promotes local agency use of WSIN services through training and meetings with local chiefs of police, sheriffs, district attorneys, and operative enforcement officers. The Law Enforcement Coordinator facilitates and coordinates the use of WSIN services, including analytical services, equipment loans, and information storage systems. Collects and reports law enforcement success stories and quotations resulting from WSIN services. Provides indirect support to specific state and local investigations through recommendations and coordination of the expenditure of imprest (buy) funds; acts as liaison for multi-jurisdictional investigative task forces; acts as experienced resource to provide advice to operational officers as requested; provides input into various enforcement assessments and publications generated by WSIN and conducts and assists in completing background investigations. Installs trains and troubleshoots remote electronic access to the WSIN database.

### KNOWLEDGE, SKILLS, AND ABILITIES

- This is a full time exempt position. Employee is expected to work 40 hours per week, Monday through Friday.
- Must maintain punctual and regular attendance.
- Headquarters location will be in Anchorage - employee must reside within 50 miles of Anchorage.
- Candidates must be willing to drive their own vehicle extensively throughout Alaska. Candidate will be reimbursed mileage from the established headquarters location to their worksite(s).
- Candidates must be willing to travel as needed, including by air. All work related travel will be reimbursed.
- Must possess and maintain a valid Alaska driver's license.
- Requires strong computer skills including a working knowledge of Microsoft Word, PowerPoint, Outlook, Excel, and other software programs. Knowledge and use of the Internet is also critical.
- Ability to type and submit reports in an electronic format is also required.
- Must possess the ability to speak and make presentations in front of various sized groups.
- Must possess the ability to train others, both in a hands-on and classroom setting.
- Knowledge of the trends in training, methods for content development, and training presentation effectiveness.



- This position will have frequent interruptions and requires multi-tasking abilities and a strong attention to detail.
- Must be able to communicate clearly both verbally and in writing, understand and answer questions effectively, elicit helpful information, use independent judgement, and take appropriate actions at all times.
- Adapt to changing priorities, technology, and procedures.

## MINIMUM QUALIFICATIONS

A minimum of two years' experience as a peace officer in a law enforcement agency in an investigative assignment, **and** the equivalent of the completion of two years of college (additional qualifying experience may be substituted on a year-for-year basis for education). Preference will be given to candidates with familiarity and prior use of WSIN services and previous narcotic enforcement assignments.

Copies of college transcripts must be submitted with the application.

Candidate must successfully pass a peace officer level background investigation, including fingerprint clearances, prior to employment.

## SALARY

\$5,561 per month plus 12% for benefits, which may be taken in cash in lieu of benefits. Reimbursement will be provided for all work related travel. Employment will be at-will and based on the availability of funding. This salary represents the first step in a five-step salary range. All step increases are based on merit and are dependent upon availability of funding.

## HOW TO APPLY

Applicants must complete a WSIN Employment Application (WSIN 100) which must have the original signature and be **POSTMARKED** no later than the final filing date indicated on this announcement. Applications postmarked or personally delivered after the final filing date will not be considered.

Candidate must successfully pass a peace officer level background investigation, including fingerprint clearances, prior to employment.

Applications are available by email request to: [revans@wsin.riss.net](mailto:revans@wsin.riss.net).

Applications will be reviewed to determine whether the applicant meets the minimum qualifications and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed.

## EMPLOYMENT APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY FRIDAY, MAY 1, 2015

The application must be **postmarked or hand delivered by May 1, 2015 to:**

Western States Information Network  
Attn: Jerry Clemons  
Law Enforcement Coordinator Supervisor  
1825 Bell Street, Suite 205  
Sacramento, CA 95825

Questions should be directed to Jerry Clemons at (916) 263-1160 or (800) 952-5258 or by email at [jclemons@wsin.riss.net](mailto:jclemons@wsin.riss.net).

*WSIN is committed to providing equal opportunity to all regardless of race, color, sex (including breast feeding and related medical conditions), religion, marital status, age, national origin or ancestry, citizenship status, uniform service member status, pregnancy, physical or mental disability, protected medical conditions, genetic information, gender identity, gender expression, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.*